

## ADMINISTRATIVE - INTERNAL USE ONLY

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PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD ENDING  
14 JUNE - 20 JUNE 1984

I. ITEMS OR EVENTS OF MAJOR INTEREST THAT HAVE OCCURRED  
DURING THE PRECEDING WEEK

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A. PHOTOGRAPHIC SUPPORT: [REDACTED] CHIEF, NEW BUILDING PROJECT OFFICE; CL HAS REQUESTED A 16MM COLOR MOVIE DOCUMENTING CONSTRUCTION PROGRESS ON THE NEW BUILDING. THE MOVIE WILL COINCIDE WITH ALL PHASES OF CONSTRUCTION ACTIVITY USING TIME-LAPSE PHOTOGRAPHY. MEMBERS OF THE MOTION PICTURE/ TELEVISION CENTER; PHOTOGRAPHY BRANCH BEGAN FILMING ON SATURDAY; 16 JUNE OF TREE REMOVAL OPERATIONS.

B. DIGITAL PREFRESS ACTIVITIES: ON 13 AND 14 JUNE, PREFRESS PERSONNEL BRIEFED REPRESENTATIVES FROM ODP AND OOR ON PROCEDURES AND METHODS USED TO PRODUCE THE OVERNIGHT BIOGRAPHIC REPORTS. OOR HAS EXPRESSED AN INTEREST IN COMMUNICATING WANG FILES TO VM INSTEAD OF DELIVERING A WANG DISC WITH HARD COPY TO ETECS EVERY EVENING. CHANGES IN DATA HANDLING PROCEDURES FROM ALL COMPONENTS INVOLVED WOULD BE REQUIRED TO ENSURE A SMOOTH TRANSITION AND STILL MEET PRODUCTION DEADLINES.

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C. MICROGRAPHIC ACTIVITIES: [REDACTED] OF OIS; AND [REDACTED] OF P&PD ATTENDED A FEDERAL GOVERNMENT MICROGRAPHIC COUNCIL STEERING COMMITTEE MEETING ON 12 JUNE AT USDA GRADUATE SCHOOL. TOPICS DISCUSSED INCLUDED A SURVEY TO UPDATE THE LIST OF GOVERNMENT EMPLOYEES WORKING IN MICROGRAPHICS AND PROPOSED CLASSES TO BE OFFERED NEXT YEAR BY USDA GRADUATE SCHOOL AND AT THE ANNUAL CONFERENCE OF THE ASSOCIATION OF INFORMATION AND IMAGE MANAGEMENT.

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D. RDP ACTIVITIES: MIS TRAINING CLASSES HAVE BEEN HELD FOR APPROXIMATELY 70 P&PD EMPLOYEES ON THE USE AND OPERATION OF THE NOMAD2 BASED P&PD MANAGEMENT INFORMATION SYSTEM. THESE CLASSES HAVE BEEN CONDUCTED TWO DAYS PER WEEK FOR THE LAST FOUR WEEKS; AND ALL PERSONNEL WHO WILL BE USING THE SYSTEM HAVE BEEN TRAINED.

E. SAFETY ACTIVITIES: THE FIRE DRILL CONDUCTED AT THE PRINTING AND PHOTOGRAPHY BUILDING ON TUESDAY; 12 JUNE, PROVED TO BE BOTH SUCCESSFUL AND DISASTROUS. IT WAS SUCCESSFUL IN THAT THE BUILDING WAS EMPTIED IN JUST UNDER FOUR (4) MINUTES. HAVE AIDED THE EVACUATION. IT WAS DISASTROUS IN THAT IT TOOK MORE THAN 15 MINUTES TO ACTIVATE THE BELL ALARM SYSTEM. AND IT HAD TO BE ACTIVATED FROM THE HEADQUARTERS CONTROL ROOM BECAUSE IT WOULDN'T WORK IN THE P&P BUILDING. THE GSA ELECTRICAL SHOP IS WORKING ON THE PROBLEM; AND FINISHED CHECKING ALL ALARM BOXES IN P&PD ON MONDAY (6/18). GSA WILL BE CHECKING THE HEADQUARTERS CONTROL PANEL CIRCUITS AND RELAYS ON 6/19. NO SPECIFIC CAUSE FOR THE PROBLEM HAS BEEN FOUND YET; ALTHOUGH GSA STATED THAT MANY OF THE BOXES HAD DIRTY RELAYS AND CONTACTS. GSA WANTS TO TEST THE SYSTEM SOON.

II. SIGNIFICANT EVENTS ANTICIPATED DURING THE COMING WEEK

A. A THREE-DAY QUALITY CIRCLE LEADERSHIP TRAINING COURSE WILL BE CONDUCTED BY DAVE FRANCIS OF INTERSPAN, INC. FOR SELECTED PERSONNEL OF THE SECOND AND THIRD SHIFT ON 19-21 JUNE.

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[REDACTED]  
C/P&PD/CL